



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1195

**CABLE TELEVISION
OVERSIGHT COMMITTEE**

**MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE**

March 24, 2016

Cable Access Studio – 296 Providence Road South Grafton, MA

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GRAFTON, MA
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A meeting of the Grafton Cable Television Oversight Committee was held on March 24, 2016 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

Attendees: Committee Members: Bob Hassinger, Corson Wyman, Bob DeToma, Bob Berger,
Richard Schultze and Mark Durfee
Remote Participation: Larry Silverman
Guest(s): None

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 7:33PM. The following represents the results of the meeting:

Meeting Minutes: Richard Schultze moved that the Committee accept the February 17, 2016 meeting minutes as amended. Corson Wyman seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Rob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

Future Meeting Schedule: The next regularly scheduled Committee meeting on April 16, 2016 at 10:00 AM was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

Chairman Updates: Charter Departure and Sure mixer for Room F: Bob DeToma informed the Committee that there had been a few Charter customers who came to the studio looking for the Charter business office. Also Bob stated that the Shure mixer had been repaired and had been placed back into service.

26 Providence Road: Updates to B&H plans; Lease signing by BOS: Bob DeToma informed the Committee that Bargmann Hendrie had made the changes which were requested by the Committee. Also Bob told the Committee that the Board of Selectmen had signed the memorandum of understanding.

TelVue Care Invoice: The Committee discussed the renewal of TelVue server maintenance plan. Richard Schultze moved that the Committee authorize renewal and payment of the TelVue server maintenance plan. Bob Berger seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

DOR Bulletin Regarding Cable Funds: Bob Hassinger volunteered to contact the Assistant Town Administrator concerning the DOR bulletin regarding cable funds.

Verizon License Renewal Letter and Request to Appear Before the BOS on April 5th: Bob Hassinger informed the Committee that Verizon had sent written correspondence to the Town requesting commencement of the formal cable license renewal process. Bob DeToma volunteered to contact the Town Administrator and Assistant Town Administrator regarding the Verizon renewal letter and the request to meet with the Board of Selectman. Bob Hassinger moved that the Committee recommend that the licensing authority send the letter to Verizon as drafted by

special counsel. Richard Schultze seconded. Roll call vote: Mark Durfee, Bob Hassinger, Bob DeToma, Bob Berger, Corson Wyman, Richard Schultze and Larry Silverman voted Aye. The motion carried unanimously.

F-Man Connection at the Community Barn: Bob Hassinger received correspondence from Ken Crater concerning the possibility of utilizing the FMAN connection at the community barn.

Access: Status Report: Below is the Access Status (written) Report submitted by Kris McMullin:

Report for Cable Oversight Committee 3-19-16

Studio Production and Activity

We continue to utilize the Studio for new productions of various shows, such as Grafton Minute By Minute, Ask The Geezers, TV Classics, and our Community Calendar. Our most recent Open House did not yield any visitors, despite our usual promotion through Social Media and the Press. With the front payment center now closed, we are still getting some residual people who still are discovering that the office is closed. Charter has provided us with many items that were left in the office for our own use; including some file cabinets and chairs. On the other hand, we have been informed that we are now responsible for handling the cleaning of the building; since Charter had contracted their cleaning only while the front office was in use. I believe that they are planning to leave the main counter intact, so we hopefully can utilize it to some degree if it ends up becoming part of our space. One thing that is nice to see is the rear hallway much more cleaned out and accessible.

Equipment Status

Our equipment is functioning well overall. We are keeping a close eye on our broadcast server to ensure that we make note of each time it may go down. Our new flat screen studio monitor continues to work well. I do not have any specific reports of outstanding issues with equipment at the Municipal Center. I am pleased to hear that the installation of the new Shure mixer was eventually successful.

Social Media Status

Our social media presence continues to be strong; with announcements and reminders of our meeting coverage and programming. We continue to upload new content to our Video On Demand for viewing, and continue to update the GCTV Website with our latest Program Schedules and Press Releases.

Statistics

Below is the listing of the Video On Demand files per view (hits) for the month of February 2016. (Condensed Report).

File Name – Top 5 Most Viewed VOD Shows	Hits	Bandwidth
Live Stream	136	353.36 MB
T02135/BOS LPG.mp4	54	183.76 KB
T02135/2016 Powder Puff Derby.mp4	26	88.44 KB
T02135/Info Session Affordable Housing Trust.mp4	21	71.51 KB
T02135/Board of Selectmen 02-16-16.mp4	16	508.31 MB
T02135/Board of Selectmen 02-02-16.mp4	13	44.32 KB

Kris McMullin
Grafton Public Access Coordinator
Charter Communications
Grafton Community Television, GCTV
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Public Relations Report: John LaPoint informed the Committee that he prepared and released three (3) Media Releases. The first Media Release publicized "Grafton Community Television Previews March 3rd Affordable Housing Trust Workshop." The second Media Release publicized "Grafton Community Television Open House Set for March 7th & New TV Producers Class Set to Begin on March 14th." Third Media Release publicized "Grafton Town Budget Meetings Available on GCTV's Video On Demand Service."

Treasurer's Report, Invoices, Payment Warrants:

Treasurer's Report: Mark Durfee told the Committee that he had received the following operating account and fund balances reports from the Town Accountant:

FY 2016 Operating Account	\$ 2,060.88	Unencumbered Balance as of 03/01/2016
Charter Fund Account	\$ 12,976.80	Unencumbered Balance as of 03/01/2016
Verizon Fund Account	\$ 581,597.40	Unencumbered Balance as of 03/01/2016

Payment Warrant: The Committee signed a Payment Warrant totaling \$10,022.34 to pay the following invoices:

- John LaPoint for \$455.00 for consulting services.
- The Camera Company for \$63.02 for miscellaneous supplies.
- B&H Photo for \$1,299.00 for an Aphex 320D compellor.
- Shure Incorporated for \$166.00 for a microphone mixer repair.
- Access A/V for \$724.00 for a Chief MFCUB flat panel and LCD mobile cart.
- Epstein & August, LLC for \$1,341.25 for special counsel services.
- W.B. Mason Co., Inc. for \$79.07 for miscellaneous supplies.
- TelVue Corporation for \$5,895.00 for a service contract.

Receipts:

- The Committee noted Verizon's payment of the 2015 cable franchise fee totaling \$2,162.00 (reference check #1231014375 dated 3/8/2016.)
- The Committee noted Charter's payment of the 2015 cable franchise fee totaling \$1,012.00 (reference check #05564392 dated 2/22/2016.)
- The Committee noted Charter's payment of the 4th Qtr 2015 PEG Access fees totaling \$5,249.65 (reference check #05557700 dated 2/5/2016.)

There being no further business Richard Schultze moved that the meeting be adjourned at 9:30PM. Bob Berger seconded. Roll call vote: Durfee, Hassinger, DeToma, Berger, Wyman, Schultze and Silverman voted Aye. The motion carried unanimously.

Respectfully submitted,


Mark C. Durfee
Clerk & Treasurer

Grafton Cable Television Oversight Committee